
	<b>GAITHERSBURG POLICE DEPARTMENT</b>		
	<b>In-Service Training and Weapons Qualifications</b>		
	<b>GENERAL ORDER</b> <b>401.2</b>	<b>Related CALEA Standards:</b>  <b>1.3.11, 33.5.1, 33.6.1</b>	
<b>Effective Date</b> <b>06/29/2016</b>			
<b>Authorized by:</b> <b>Mark P. Sroka</b> CHIEF OF POLICE		<b>SIGNATURE</b> <i>Mark Sroka</i>	<b>DATE</b> <b>06/29/2016</b>

## I. PURPOSE

The Maryland Police and Correctional Training Commission (MPCTC) mandates that sworn personnel receive at least eighteen (18) hours of in-service training every calendar year to maintain police officer certification. The Department's training program ensures that these requirements are met. Personnel are encouraged to attend additional training whenever possible.

## II. POLICY

It is the policy of the Department that all officers complete an annual in-service training program that includes legal updates and firearms qualifications. Refresher training on other weapons and weaponless control techniques is conducted as outlined in this directive. Civilian employees may also be offered in-service training to maintain their effectiveness and proficiency. The MPCTC does not mandate in-service hours from civilian members.

## III. DEFINITIONS

This directive does not contain any terms deemed to require special definition.

## IV. PROCEDURE

### A. In-Service Requirements

1. MPCTC regulations exempt officers above the rank of sergeant from mandated in-service training. However, the Department strongly encourages exempt personnel to attend and successfully complete an annual training program.
  - a. These officers may attend MPCTC approved in-service training or other programs designed to refine their skills, knowledge and abilities.
  - b. These officers are required to meet all standards established by the Department and MPCTC for weapons they carry on or off duty.
2. All police officers at or below the rank of sergeant shall be

provided with an approved in-service training program, which reflects the current needs of the Department, of at least 18 hours every calendar year.

- a. Officers are required to qualify with all Department approved weapons they carry on or off duty.
  - b. Defensive tactics training is provided at least biennially (every other year), to maintain proficiency in weaponless control techniques.
3. In-service training is not required during the first calendar year of employment if:
    - a. Entrance-level training is received during this time frame.
    - b. A Certificate of Comparative Compliance is received during this time.

**B. Proficiency**

1. Any officer who fails to meet both department and MPCTC standards for a particular weapon, other than firearms, shall not carry the weapon until all standards have been met through successful completion of remedial training and demonstration of satisfactory proficiency.
2. Officers will receive in-service training for Conducted Electrical Weapons (CEW) at least annually.
3. In-service training on less-lethal weapons, such as pepper spray and baton, will be conducted at least every other year.
4. During weapons training, instructors shall have authority over all officers, regardless of rank.
5. Department weapons instructors are responsible for conducting annual proficiency training for all Department approved firearms carried by officers.
6. The safety rules posted at the firearms range or established by the weapons instructor(s) conducting the training shall be followed without exception. Failure to observe and follow these rules is cause for immediate removal from the range or training area, and subject to possible disciplinary action.
7. Remedial training for firearms will be subject to the provisions of

the Maryland Police and Correctional Training Commission.

8. When an officer fails to meet the Department and MPCTC standards for the primary firearm by the end of the qualification training day:
  - a. The officer shall be placed on administrative duty until he or she successfully completes qualification.
  - b. Additionally, the officer shall be provided remedial training to requalify:
    - i. As soon as practical, but no longer than 30 consecutive days of the initial attempt; and
    - ii. Within the same calendar year as the initial attempt.
  - c. The Chief of Police or designee shall, if the officer fails to meet MPCTC qualification standards within the timeframe required above, immediately:
    - i. Report the officer's failure to qualify to the MPCTC;
    - ii. Require the officer to surrender the firearm to the Department, if it is an issued weapon; and
    - iii. Withdraw the officer's authority to use or carry the firearm, if personally owned.
  - d. The officer shall not use or carry a firearm that has been surrendered or for which authority to carry has been withdrawn, except during supervised range use to complete training and qualification requirements.
  - e. If the weapon is not the Department issued service weapon, the officer will not be permitted to carry the weapon until additional training has been received and proficiency demonstrated to the appropriate instructor.
9. When an officer fails to meet the Department and MPCTC standards for any firearm other than the primary firearm (rifle or personal firearm) by the end of the qualification training day:
  - a. The officer shall not use or carry a firearm that has been surrendered or for which authority to carry has been withdrawn, except during supervised range use to complete

training and qualification requirements.

- b. If the weapon is not the Department issued service weapon, the officer will not be permitted to carry the weapon until additional training has been received and proficiency demonstrated to the appropriate instructor.
  - c. Additionally, the officer shall be provided remedial training to requalify:
    - i. As soon as practical, but no longer than 30 consecutive days of the initial attempt; and
    - ii. Within the same calendar year as the initial attempt.
10. Upon completion of the proficiency training, the Training Coordinator will update training records to document the training and member proficiency.

**C. Specialized Training**

- 1. All advanced and specialized training opportunities will be announced by the Chief of Police, or his designee.
- 2. All members are encouraged to enroll in training of an advanced or specialized nature.
- 3. Any member interested in attending advanced training will submit a Training Request form to their bureau commander, via the chain of command.
- 4. The criteria used to determine if a member attends advanced training will include:
  - a. Total cost of training;
  - b. Local or travel considerations;
  - c. How the training supports our mission;
  - d. The "return on investment" for the training;
  - e. How the individual selection fits with the officer's career development;
  - f. The officer's work performance; and

- g. Availability of funds in the training budget.
- 5. Members engaged in the following functions are mandated to attend and successfully complete advanced training when first assuming the function:
  - a. First line supervisors;
  - b. First line administrators;
  - c. Instructors;
  - d. Canine Handler;
  - e. Community Services Officers;
  - f. School Resource Officers / EFO;
  - g. Emergency Management Coordinator;
  - h. Crime Analyst;
  - i. Traffic Supervisor;
  - j. Speed Camera Technicians;
  - k. Police Bicycle Operators;
  - l. Personal Transport Device Operators;
  - m. Investigators and Plain Clothes Officers; and
  - n. Accreditation Manager.
- 6. If advanced or specialized training is mandated for a particular function, such as those noted above, it will include the following:
  - a. The development and/or enhancement of the skills, knowledge and abilities particular to the specialization;
  - b. Management, administration, supervision, personnel policies and support services of the function or component;
  - c. Supervised on the job training (as necessary and available for the position);

- d. In-service and retraining, as required by the subject matter or MPCTC.